



Personnel and Administrative Policy and Procedure

SUBJECT: Holidays	EFFECTIVE DATE: January 15, 2008 REVIEWED: May 2011 REVISED: December 2018 (eff. 1/1/2018); eff. 7/1/2018
CATEGORY: 200 POLICY NUMBER: 200.25	CROSS REFERENCE: AFSCME contract, Article 11, Section B: Holidays MPEA contract, Article 12, Section B: Holidays

Purpose: To outline the holiday benefit provided to employees.

Definitions

Holiday: The twenty four (24) hour period between 12:01 a.m. (0001 hours) and 12 midnight of the day on which a holiday is observed.

Scope: Non-represented employees in regular status positions working .5 FTE or greater. Temporary, and part-time regular status employees working less than .5 FTE are not eligible for paid holidays.

Holidays for employees in classifications represented by AFSCME and MPEA are established in the appropriate collective bargaining agreement.

Policy

The following shall be considered holidays:

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| 1. New Year's Day | January 1 |
| 2. Martin Luther King Day | 3rd Monday in January |
| 3. Presidents' Day | 3rd Monday in February |
| 4. Memorial Day | Last Monday in May |
| 5. Independence Day | July 4 |
| 6. Labor Day | First Monday in September |
| 7. Veterans' Day | November 11 |
| 8. Thanksgiving Day | Fourth Thursday in November |
| 9. The Friday after Thanksgiving | |
| 10. Christmas Eve Day when Christmas falls on a Tuesday - Friday | |
| 11. Christmas Day | December 25 |
| 12. Floating Holiday (12 hours) | (Must be used by the end of the fiscal year) |

For specific dates of holidays each year, refer to the Intranet site on the HR page or drop down menu under City news/General.

Procedures

Compensation

To be compensated for a holiday, an employee must be in a paid status the last scheduled workday before and the first scheduled workday after the holiday. Covered part-time employees will receive prorated compensation for holidays based on the following:

<u>FTE</u>	<u>Prorated Holiday</u>
1.0 - .90	100%
.89 - .66	75%
.65- .50	50%

Non-represented employees who are eligible for overtime and who work on a holiday which puts them over forty (40) hours of work for the week shall receive their normal overtime compensation rate for the time worked and shall receive holiday compensation. This does not apply to the floating holiday.

See the respective collective bargaining agreement for holiday compensation for those employees with work hours other than five 8 hour days per week.

Holidays falling on Saturday or Sunday

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as a holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as a holiday. For employees working in seven day week operations the holiday will be observed on the actual day.

Holidays falling on an authorized leave

Eligible employees who are using accrued leave when a holiday occurs shall receive holiday pay for that particular day rather than having their other leave accruals reduced.

Responsibilities

Employees:

- 1 Accurately report hours worked.

Supervisors:

- 2 Accurately report hours of work
- 3 Verify hours of work reported by staff.